



## NOTICE OF JOB VACANCY

**Location:** Julia Boyer Reinstein Library (1030 Losson Road)  
**Position Title:** Clerk Typist, part-time  
**Hours of Work:** Various, up to 19 hours per week  
**Hourly Rate:** \$19.321 per hour  
**Posting Date:** February 3, 2026

---

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing.

*NOTE: One year of full-time office clerical experience, which included typing, may be substituted for the required typing course.*

### **DUTIES (Illustrative Only):**

- ◆ Assists patrons with routine requests;
- ◆ Assists with programming for the public;
- ◆ Answers telephone, takes messages, relays information;
- ◆ Assists with special library events;
- ◆ Utilizes computer systems and equipment;
- ◆ Processes new and generic materials;
- ◆ Other clerical duties as assigned.

### **SPECIFIC REQUIREMENTS:**

- ◆ Ability to work independently;
- ◆ Excellent time and attendance record;
- ◆ Ability to understand and follow oral and written instructions;
- ◆ Ability to work well with library staff and the public.

### **HOW TO APPLY:**

Interested candidates should send a resume and cover letter by **February 13, 2026** to [hr@buffalolib.org](mailto:hr@buffalolib.org) or to:

Judy Fachko, Assistant Deputy Director, Human Resources  
Buffalo & Erie County Public Library  
1 Lafayette Square  
Buffalo, NY 14203-1887

Applications can also be submitted in person at the Julia Boyer Reinstein Library or the Administrative Offices of the Central Library.

*Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.*

Profoundly**PUBLIC.**

*The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.*